

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	County Counsel	CLASSIFICATION:	086
SUPERVISOR:	County Counsel	SALARY RANGE:	25
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Provide advanced administrative and legal support to County Counsel's office, working with highly sensitive and confidential information. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Draft a variety of legal documents, in a timely and efficient manner, for review by Counsel, after gathering sufficient data and performing needed research, including pleadings, contracts, intergovernmental agreements, Board orders/resolution and County ordinances.

Process tort claim notices, including sending notice to the insurance carrier and working with affected departments to secure needed documents and all relevant information. Act as liaison with claims representative, outside counsel and claimant's counsel and prepare response to discovery requests for review by Counsel.

Handle all aspects of small claims actions, subject to review and approval by Counsel.

Process to completion petitions and/or applications for road vacations, legalizations and modifications, and special district formations and annexations.

Maintain County code files to ensure most up-to-date version is available to all County staff and the public.

Conduct research, prepare opinions and work on special projects as assigned.

Perform administrative duties to support the department which includes setting hearings, scheduling meetings, making travel/lodging/conference reservations, answering phones, routing calls, receiving visitors, taking messages and making appointments. Maintain files, organize records and prepare reports as necessary. Prepare and/or type a variety of correspondence, spreadsheets, reports and other documents. Assist attorneys in completing projects as needed. Act as law librarian, keeping and monitoring legal volumes and ensuring volumes are current. Assist in preparation and monitoring of department budget. Gather relevant information and compile reports for annual budget meetings. Prepare claims for invoice payments. Maintain employee time records and process monthly payroll sheets.

Develop and recommend policies, procedures and office standards and practices for more efficient departmental operations.

Answer questions regarding departmental policies or procedures. Assist public in completing forms, applications and by supplying correct information in response to inquiries.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not normally a responsibility assigned to this position.

SUPERVISION RECEIVED: Work independently without direct supervision under the general direction of the County Counsel who provides policy and administrative direction and reviews performance.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to an Associate's degree in a related field, preferably legal. At least five years of responsible paralegal work experience, which must include some prior experience working in a legal office. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

KNOWLEDGE, SKILL AND ABILITY: Advanced knowledge of legal office practices and procedures, terminology, court proceedings and related documents. Strong familiarity with the use of computers and business software such as word processing and spreadsheets.

Ability to communicate effectively and prepare clear and concise reports and perform basic math calculations accurately. Ability to perform complex tasks requiring independent judgement with minimal supervision. Ability to appropriately interpret statutes, rules, codes and ordinances. Ability to maintain the confidentiality concerning issues encountered. Ability to remain calm and use good judgement during confrontational or high-pressure situations. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.